

**LODI CITY COUNCIL
SHIRTSLEEVE SESSION
CARNEGIE FORUM, 305 WEST PINE STREET
TUESDAY, JUNE 29, 2010**

A. Roll Call by City Clerk

An Informal Informational Meeting ("Shirtsleeve" Session) of the Lodi City Council was held Tuesday, June 29, 2010, commencing at 7:02 a.m.

Present: Council Member Johnson, Council Member Mounce, Mayor Pro Tempore Hitchcock, and Mayor Katzakian

Absent: Council Member Hansen

Also Present: Interim City Manager Bartlam, City Attorney Schwabauer, and Assistant City Clerk Robison

B. Topic(s)

B-1 Receive Presentation on FY 2010/11 Facility Use Rates for Parks and Recreation and Labor Rates for the Fire Department, Public Works Engineering Division, and Community Development Department (CM)

With the aid of a PowerPoint, Interim City Manager Rad Bartlam introduced the subject matter of facility use rates for Parks and Recreation and labor rate modifications for Fire, Public Works, and Community Development, stating that this matter will come back before Council on July 7 for action. The facility rates for Parks and Recreation were last updated in 2006, and the labor rate model currently being utilized was established last year by Council for Community Development.

In response to Council Member Johnson, Mr. Bartlam stated that the facility fees were constructed by Parks and Recreation, but the hourly rates were based upon the MGT America, Inc. methodology.

Interim Parks and Recreation Director Jim Rodems stated that nine cities were surveyed for facility use fee methods and practices, the best structure was selected which would allow the fees to remain competitive in the local market, and the rate includes a component for facility maintenance. The proposed system changes from three fee categories to two: community groups and residents (i.e. 501(c)3 organizations and individuals with a Lodi mailing address) and non-resident and commercial (i.e. individuals and entities without a Lodi mailing address and for-profit entities regardless of mailing address).

Council Member Johnson suggested amending the language regarding the Lodi mailing address as some addresses are listed as Lodi but are technically outside the City limits. Mr. Rodems and Mr. Bartlam stated that residency is verified with a City utility bill.

Myrna Wetzel pointed out that some Lodi residents have a Woodbridge address, to which Mr. Bartlam responded that the physical address, not a PO Box, is used to determine residency.

In response to Council Member Johnson, Mr. Rodems stated that rates for Hutchins Street Square were adjusted a number of years ago and staff determined that they were still competitive and did not need to be changed at this time.

In response to Mayor Pro Tempore Hitchcock, Mr. Rodems stated that the Grape Bowl fees are changing from a flat rate to an hourly rate because of the reduction in maintenance due to the type of field that is being installed and to move to hourly rentals versus all-day rentals as it is now,

which would also increase the frequency of use.

In response to Council Member Mounce, Mr. Rodems stated that, with regard to the Lodi Unified School District (LUSD) running events, staff did not differentiate between weekday and weekend meets, LUSD is now categorized as a community group, and there is no longer a separate rate. Staff is currently in negotiations with LUSD for the next ten-year joint use agreement, which may be ready for approval by the end of July.

Fire Chief Kevin Donnelly reviewed the Fire Department labor rates, stating that the rates were first implemented in 2005, they were calculated similar to those in Community Development, and since that time plan check was moved into Community Development and the rates were adjusted accordingly. The current proposed model is for full cost recovery and includes administrative overhead.

In response to Mayor Pro Tempore Hitchcock, Chief Donnelly stated that typical fees would be for inspections by captains, engineers, firefighters, and fire marshal, determinations by the Fire Chief, licensing, and fire investigations. Mayor Pro Tempore Hitchcock requested Council be provided with both the prior and proposed cost of services.

In response to Council Member Mounce, Chief Donnelly stated that approximately 25 percent of the services provided by the Fire Department are billable.

Council Member Johnson stated he provided Council with copies of an article from the Sacramento Bee regarding fire departments that are charging for some forms of emergency services and suggested Council discuss this type of approach.

Public Works Director Wally Sandelin reviewed the Public Works Engineering Division labor rates, adding that having this rate would be beneficial when seeking reimbursement for state or federal projects and emergencies. He believed the proposed rates were fair and stated that the department would use them diligently.

Mayor Pro Tempore Hitchcock stated she would like to see how Lodi's rates compare with other cities. Discussion ensued amongst Mayor Pro Tempore Hitchcock, Council Member Johnson, Mayor Katzakian, and Mr. Bartlam regarding fees and policies in various communities, reasons for the variety among cities, current economy, and discounted fees.

Mr. Bartlam reviewed the Community Development Building Division and Planning Division labor rates, stating that there are decreases in a majority of the proposed hourly rates for both divisions and that the department is now picking up the full cost of the Community Development Director position due to the fact that the General Plan is complete.

In response to Mayor Pro Tempore Hitchcock, Mr. Bartlam stated that the cost for professional services is folded into the overhead for the past year and into the next; however, the department will no longer be contracting out many of its services as the staffing level is adequate and there is a structural engineer on staff who can handle the technical plans.

Mr. Bartlam stated that at the July 7 Council meeting staff will provide a comparison with adjacent cities and information regarding what types of services are being billed.

In response to Council Member Johnson, Chief Donnelly outlined the different models among agencies regarding cost recovery for emergency services, stating that some departments charge for services such as vehicle accidents, DUIs, and hazardous materials spills and that some bill the insurance company while others bill the individual directly. Council Member Johnson stated that perhaps taxpayers in the community should not be billed for emergency services but those

who reside outside of the community should be. Chief Donnelly stated there is an option to charge those who are not currently paying for the service.

Council Member Mounce stated she would not support charging Lodi citizens for emergency services, but would for those coming into the community.

In response to Myrna Wetzel, Chief Donnelly stated that Lodi is a partner in the State's master mutual aid program and also participates in one locally for emergency response.

Council Member Johnson suggested there be a Shirtsleeve Session to discuss possibilities for charging for emergency response services.

Mr. Bartlam introduced newly appointed Electric Utility Director, Liz Kirkley.

C. Comments by Public on Non-Agenda Items

None.

D. Adjournment

No action was taken by the City Council. The meeting was adjourned at 7:45 a.m.

ATTEST:

Jennifer M. Robison
Assistant City Clerk



**CITY OF LODI
COUNCIL COMMUNICATION**

AGENDA TITLE: Receive Presentation on FY 2010/11 ■ Facility Use Rates for Parks and Recreation and Labor Rates for the Fire Department, Public Works Engineering Division, and Community Development Department

MEETING DATE: June 29, 2010

PREPARED BY: Deputy City Manager


RECOMMENDED ACTION: Receive presentation on FY 2010/11 Facility Use Rates for Parks and Recreation and labor rates for the Fire Department, Public Works Engineering Division, and Community Development Department.

BACKGROUND INFORMATION: Rates should be adjusted each budget cycle. With the adoption of the FY 2010/11 budget on June 2, 2010, staff is bringing forward rates based upon the adopted budget. Facility rates have been developed to fairly reflect the surrounding market. The proposed rates are divided into two categories: Community Groups and Residents (individuals and 501c3 organizations with a Lodi address) and Non-Resident and commercial groups. Facility rates have been reviewed, approved and recommended by the Parks and Recreation Commission.

The labor rates presented are based upon a rate model developed by MGT America, Inc. for the Community Development Department and approved by Council last year. The proposed rates represent 'fully loaded' labor rates and are intended to recover the full cost of the associated staff.

FISCAL IMPACT Rates based upon current costs ensures appropriate cost recovery.

FUNDING AVAILABLE: Revenues are included in each of the appropriate funds.


Jordan Ayers
Deputy City Manager

JA/ja
Attachments

APPROVED: 
Konrad Bartlam, Interim City Manager

**City of Lodi
Parks and Recreation
Facility Use Fees**

Facility	Current				Proposed	
	Group B	Group C	Group D		Community Groups & Residents	Non-Resident & Commercial
<u>BASEBALL FIELDS:</u>						
<u>Zupo Field at Lawrence Park</u>						
Game	\$100	\$110	\$150		\$200	\$250
Doubleheader	\$130	\$140	\$180		\$250	\$300
Practice	\$80	\$90	\$120		n/a	n/a
Lights	\$20/hr	\$20/hr	\$20/hr		\$20/hr	\$20/hr
Tournament/game	\$130	\$130	\$130		\$150	\$150
<u>Yamashita Field Kofu Park</u>						
Game	\$85	\$95	\$125		\$140	\$170
Doubleheader	\$115	\$125	\$155		\$190	\$240
Practice	\$85	\$95	\$125		\$100	\$125
Lights	\$10/hr	\$10/hr	\$10/hr		\$10/hr	\$10/hr
Tournament/game	\$130	\$130	\$130		\$120	\$120
<u>Blakely Park East Diamond</u>						
Game	\$70	\$80	\$100		\$100	\$125
Doubleheader	\$100	\$110	\$140		\$150	\$175
Practice	\$50	\$60	\$75		\$80	\$100
<u>Softball Fields</u>						
<u>Softball Complex</u>						
Game	\$90	\$95	\$105		\$120	\$150
Doubleheader	\$110	\$115	\$125		\$160	\$200
Practice	\$65	\$70	\$80		\$100	\$125
Lights	\$10/hr	\$10/hr	\$10/hr		\$10/hr	\$10/hr
Tournament/game	\$25	\$25	\$25		\$25	\$25
<u>Chapman Field at Armory Park</u>						
Game	\$90	\$95	\$105		\$120	\$150
Doubleheader	\$110	\$115	\$125		\$160	\$200
Practice	\$65	\$70	\$80		\$100	\$125
Lights	\$10/hr	\$10/hr	\$10/hr		\$10/hr	\$10/hr
Tournament/game	\$25	\$25	\$25		\$25	\$25

**City of Lodi
Parks and Recreation
Facility Use Fees**

Facility	Current			Proposed	
	Group B	Group C	Group D	Community Groups & Residents	Non-Resident & Commercial
LODI LAKE RUNNING EVENTS:					
LUSD weekday meets	\$250				
LUSD weekend meets	\$750				
Weekend races	\$100-\$400			\$400	\$500
LUSD weekday dual meets				\$250	
LUSD invitationals				\$1,000	
Weekend races must be completed by noon for public access of facility.					
GRAPE BOWL:					
Game (less than 3000 attendance)	\$1,500		\$2,500	\$120/hr	\$150/hr
Game (3000-5000 attendance)	\$2,500		\$3,500	\$120/hr	\$150/hr
Game (5000+ attendance)	\$4,000		\$5,000	\$120/hr	\$150/hr
General Use (less than 3000 attendance)	\$1,500		\$2,500	\$120/hr	\$150/hr
General Use (3000-5000 attendance)	\$2,500		\$3,500	\$120/hr	\$150/hr
General Use (5000+ attendance)	\$4,000		\$5,000	\$120/hr	\$150/hr
Extra days (set-up & take down)	\$300			\$500	\$500
Extra hours (set-up & take down)				\$50	\$50
Lights/hr	n/a			\$20/hr	\$20/hr
LUSD Band Review	\$3,375			\$120/hr	
Group B game includes 5% gate					
Group B general use includes 10% gate					
Group D includes 10% all proceeds					
New classifications require \$1 per ticket					
Additional staffing fees to be determined by number of participants, spectators, etc. Additional ticketing fees to be determined.					
Soccer goals and nets not included.					

**City of Lodi
Parks and Recreation
Facility Use Fees**

Facility	Current			Proposed	
	Group B	Group C	Group D	Community Groups & Residents	Non-Resident & Commercial
SOCCER FIELDS:					
Kofu, Salas, Peterson					
Game	\$70	\$75	\$90	\$150	\$150
Doubleheader	not listed			\$300/day	\$300/day
Practice	not listed				
Lights	10/hr	10/hr	10/hr	10/hr	10/hr
Tournament/game	not listed			\$300/day	\$300/day
NATIONAL GUARD ARMORY BUILDING:					
Game/2 hr use	\$100	\$150	\$200	\$45/hr	\$60/hr
Doubleheader	not listed				
Practice/2 hr use	\$15	\$20	\$25	\$45/hr	\$60/hr
Staffing	\$10-\$12/hr			\$20/hr	\$20/hr
Staffing required for all uses; 1/2 hour opening and closing by facility supervisor.					
ENZE/HSS POOL:					
25 people (2 hr. increment)	\$85	\$95	\$110	\$95	\$110
Each additional hour	\$35	\$35	\$35	\$35	\$35
Each increment of 25 people	\$35	\$35	\$35	\$35	\$35
Private Party (includes gazebo)					
25 people (2 hr. increment)	\$85	\$95	\$110	\$95	\$110
Each additional hour	\$35	\$35	\$35	\$35	\$35
Each increment of 25 people	\$35	\$35	\$35	\$35	\$35
Wading Pool private party (max 25)					
25 people (2 hour increment)	\$65	\$75	\$90	\$75	\$90
Each additional hour	\$35	\$35	\$35	\$35	\$35
Gazebo					
Gazebo 3 hrs (1-50 people)				\$95	\$110
Gazebo 3 hrs (50-100 people)				\$120	\$135
Each additional hour	\$35	\$35	\$35	\$35	\$35

**City of Lodi
Parks and Recreation
Facility Use Fees**

Facility	Current				Proposed	
	Group B	Group C	Group D		Community Groups & Residents	Non-Resident & Commercial
CITY PARKS:						
Emerson	\$50	\$60	\$80		\$70	\$90
Katzakian	\$30	\$45	\$65		\$50	\$65
Lawrence	\$45	\$55	\$70		\$60	\$75
Legion	\$50	\$60	\$80		\$70	\$90
Peterson	\$30	\$45	\$65		\$50	\$65
Salas	\$50	\$60	\$80		\$70	\$90
LODI LAKE:						
Youth Area-Shelter	\$75	\$125	\$150		\$140	\$175
Youth Area-Whole	\$175	\$225	\$300		\$250	\$375
Hughes Beach-Shelter	\$50	\$75	\$100		\$85	\$125
Hughes Beach-Whole	\$100	\$125	\$200		\$140	\$250
Parson's Point-Shelter	\$50	\$75	\$100		\$85	\$125
Parson's Point-Whole	\$100	\$125	\$200		\$140	\$250
Rotary Area-Shelter	\$50	\$75	\$100		\$85	\$125
Rotary Area-Whole	\$100	\$125	\$200		\$140	\$250
Kiwanis Area	\$75	\$100	\$125		\$110	\$160
BUILDINGS:						
Hale Park	\$20	\$30	\$40		\$35	\$50
Kofu	\$55	\$65	\$80		\$70	\$90
Lee Jones	\$55	\$65	\$80		\$70	\$90
RV CAMPING:			\$21/night			\$30/night

CITY OF LODI
FIRE DEPARTMENT
FISCAL 2010/11 BUDGET

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Fire Chief	1.0	\$ 206,320	\$ 132.70	\$ 33.79	\$ 166.49	
2	Administrative Secretary	1.0	\$ 77,780	\$ 50.03			
3	Sr. Administrative Clerk	1.0	\$ 60,830	\$ 39.12			
4	Fire Division Chief	1.0	\$ 175,850	\$ 113.10	\$ 28.80	\$ 141.90	\$ 75.00
5	Fire Battalion Chief	4.0	\$ 705,880	\$ 113.50	\$ 28.90	\$ 142.40	\$ 75.00
6	Fire Captain	15.0	\$ 2,169,786	\$ 93.04	\$ 23.69	\$ 116.73	\$ 75.00
7	Fire Engineer	21.0	\$ 2,678,914	\$ 82.05	\$ 20.89	\$ 102.94	\$ 75.00
8	Firefighter	16.0	\$ 1,657,198	\$ 66.62	\$ 16.96	\$ 83.58	\$ 75.00
9							
10							
11							
12							
13							

TOTAL: 60.00 \$ 7,732,558

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

CITY OF LODI
FIRE DEPARTMENT
FECAL 2010/11 BUDGET

Indirect Cost Rate Calculation

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
Salary and Wages	\$ 7,732,558		\$ 547,553	\$ 7,185,005
Distribution%:	700.00%		7.08%	92.92%
Temporary & Overtime	\$ 381,120			\$ 381,120
Benefits	\$		\$	\$
Subtotal:	\$ 8,113,678		\$ 547,553	\$ 7,566,125
B) Other Operating Expenses:				
Rental of Equipment	\$ 148,000		148,000	
Small tools & Equipment	\$ 12,000		12,000	
Safety Equipment	\$ 65,000		65,000	
Other Materials & Supplies	\$ 514,110		514,110	
Postage & Cellular Phone Charges	\$ 12,000		12,000	
Subtotal:	\$ 751,110	\$	\$ 751,110	\$
Total Departmental Expenditures:	\$ 8,864,788	\$	\$ 1,298,663	\$ 7,566,125
C) Cost Allocation Plan Allocations:				
2009 Cost of Services (In-house)	\$ 627,990		\$ 627,990	
Total Indirect Costs:	\$ 627,990		\$ 627,990	
D) Total Costs	\$ 9,492,778	\$ -	\$ 1,926,653	\$ 7,566,125
Total Indirect Costs:	1,926,653			
Total Direct Sal & Bonus:	7,566,125		Calculated Indirect Cost Rate:	25.46%

1 Consists of support from: City Council, City Manager, City Clerk, City Attorney, Human Resources, Information Technology, Finance Revenue/Collections, Finance Accounting, Budget and Treasury, Non-Departmental and Facility Maintenance.

CITY OF LODI
FIRE DEPARTMENT
FISCAL 2010/11 BUDGET

Personnel Services Analysis

			Indirect vs. Direct Activities				
Position Title		# of FTE	Annual Salary	Indirect Sal/Ben		Direct Sal/Ben	
				%	\$	%	\$
1	Fire Chief	1.0	\$206,320	70.00%	144,424	30.00%	61,896
2	Administrative Secretary	1.0	\$77,780	100.00%	77,780		
3	Sr. Administrative Clerk	1.0	\$60,830	100.00%	60,830		
4	Fire Division Chief	1.0	\$175,850	30.00%	52,755	70.00%	123,095
5	Fire Battalion Chief	4.0	\$705,880	30.00%	211,764	70.00%	494,116
6	Fire Captain	15.0	\$2,169,786			100.00%	2,169,786
7	Fire Engineer	21.0	\$2,678,914			100.00%	2,678,914
8	Firefighter	16.0	\$1,657,198			100.00%	1,657,198
9							
10							
11							
12							
13							
Total:		60.00	\$ 7,732,558	7.08%	\$ 547,553	92.92%	\$ 7,185,005

CITY OF LODI
ENGINEERING DIVISION
FISCAL 2010/11 BUDGET

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009110 Rates
				Sal/Ben	Overhead	Total	
1	Public Works Director	0.7	\$ 130,771	\$ 120.15	\$ 34.32	\$ 154.48	\$ 110.00
2	Management Analyst	0.3	\$ 30,252	\$ 64.86			
3	Administrative Secretary	0.3	\$ 24,533	\$ 52.60			
4	Construction Project Manager	1.0	\$ 113,340	\$ 72.90			
5	Engineering Technician	2.0	\$ 189,500	\$ 60.94	\$ 17.41	\$ 78.35	\$ 55.00
6	Public Works Inspector	1.0	\$ 88,530	\$ 56.94	\$ 16.27	\$ 73.21	
7	Senior Civil Engineer	2.0	\$ 270,995	\$ 87.15	\$ 24.89	\$ 112.04	\$ 80.00
8	Senior Engineer Technician	3.0	\$ 298,130	\$ 63.92	\$ 18.26	\$ 82.17	\$ 60.00
9	Administrative Clerk	1.0	\$ 61,690	\$ 39.68	\$ 11.33	\$ 51.01	\$ 40.00
10							
11							
12							
13							

TOTAL: 11.30 \$ 1,207,740

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

CITY OF LODI
ENGINEERING DIVISION
FISCAL 2010/11 BUDGET

Indirect Cost Rate Calculation

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
Salary and Wages	\$ 1,207,740		\$ 74,400	\$ 1,133,340
Distribution %:	100.00%		6.16%	93.84%
Temporary & Overtime	\$ 381,120			\$ 381,120
Benefits	\$		\$	\$
Subtotal:	\$ 1,588,860		\$ 74,400	\$ 1,514,460
B) Other Operating Expenses:				
Information Systems Software	\$ 5,000		5,000	
Professional Services	\$ 15,000		15,000	
Postage and Cellular Phones	\$ 3,430		3,430	
Miscellaneous supplies/materials	\$ 49,440		49,440	
Subtotal:	\$ 72,870	\$	\$ 72,870	\$ -
Total Departmental Expenditures:	\$ 1,661,730	\$ -	\$ 147,270	\$ 1,514,460
C) Cost Allocation Plan Allocations:				
2009 Cost of Services (In-house) ¹	\$ 285,350		\$ 285,350	
Total Indirect Costs:	\$ 285,350		\$ 285,350	
D) Total Costs	\$ 1,947,080	\$ -	\$ 432,620	\$ 1,514,460
<div> <div>Total Indirect Costs</div> <div>432,620</div> </div>				
<div> <div>Total Direct Sal & Benes</div> <div>1,514,460</div> </div>				
<div> <div>Calculated Indirect Cost Rate:</div> <div>28.57%</div> </div>				

1 Consists of support from: City Council, City Manager, City Clerk, City Attorney, Human Resources, Information Technology, Finance Revenue/Collections, Finance Accounting, Budget and Treasury, Non-Departmental and Facility Maintenance.

2 Public Works Director indirect cost rate is 3.29%

CITY OF LODI
ENGINEERING DIVISION
FISCAL 2010/11 BUDGET

Personnel Services Analysis

			Indirect vs. Direct Activities				
Position Title	# of FTE	Annual Salary	Indirect Sal/Ben		Direct Sal/Ben		
			%	\$	%	\$	
1	Public Works Director	0.7	\$130,771	15.00%	19,616	85.00%	111,155
2	Management Analyst	0.3	\$30,252	100.00%	30,252		
3	Administrative Secretary	0.3	\$24,533	100.00%	24,533		
4	Construction Project Manager	1.0	\$113,340			100.00%	113,340
5	Engineering Technician	2.0	\$189,500			100.00%	189,500
6	Public Works Inspector	1.0	\$88,530			100.00%	88,530
7	Senior Civil Engineer	2.0	\$270,995			100.00%	270,995
8	Senior Engineer Technician	3.0	\$298,130			100.00%	298,130
9	Administrative Clerk	1.0	\$61,690			100.00%	61,690
10							
11							
13							
Total:		11.30	\$ 1,207,740	6.16%	\$ 74,400	93.84%	\$ 1,133,340

CITY OF LODI
BUILDING DEPARTMENT
FISCAL 2010/11 BUDGET

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Administrative Secretary (50%)	0.5	\$ 40,890	\$ 52.60			
2	Comm Dev Director (50%)	0.5	\$ 62,448	\$ 80.33			
3	Building Inspector II	2.0	\$ 178,530	\$ 57.41	\$ 77.92	\$ 135.34	\$ 135.69
4	Building Official	1.0	\$ 142,170	\$ 91.44	\$ 124.11	\$ 215.55	\$ 227.01
5	Permit Technician	2.0	\$ 143,960	\$ 46.30	\$ 62.83	\$ 109.13	\$ 102.36
6	Jr Plans Examiner/Engineer	1.0	\$ 97,382	\$ 62.63	\$ 85.01	\$ 147.64	\$ 150.97
7							
8							
9							
10							
11							
12							
13							

TOTAL: 7.00 \$ 665,380

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

CITY OF LODI
BUILDING DEPARTMENT
FISCAL 2010/11 BUDGET

Indirect Cost Rate Calculation

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct										
A) Personnel Analysis:														
Salary and Wages	\$ 665,380		\$ 245,508	\$ 419,872										
Distribution %:	100.00%		36.90%	63.10%										
Temporary & Overtime	\$			\$										
Benefits	\$		\$	\$										
Subtotal:	\$ 665,380		\$ 245,508	\$ 419,872										
B) Other Operating Expenses:														
Professional Services	\$ 10,000			\$ 10,000										
Books & Periodicals	\$ 11,000		11,000											
Training & Education	\$													
Other Materials & Supplies	\$ 43,400		43,400											
Postage & Cellular Phone Charges	2,830		2,830											
Subtotal:	\$ 67,230	\$	\$ 57,230	\$ 10,000										
Total Departmental Expenditures:	\$ 732,610	\$ -	\$ 302,738	\$ 429,872										
C) Cost Allocation Plan Allocations:														
2009 Cost of Services (In-house)	\$ 148,301		\$ 148,301											
10% of Planning Budget	8,941		8,941											
15% Operating Reserve	109,891		109,891											
Total Indirect Costs:	\$ 267,134		\$ 267,134											
D) Total Costs	\$ 999,743	\$ -	\$ 569,871	\$ 429,872										
<table> <tr> <td>Total Indirect Costs:</td><td>569,871</td><td></td><td></td><td></td></tr> <tr> <td>Total Direct Sal & Benes:</td><td>419,872</td><td></td><td>Calculated Indirect Cost Rate:</td><td>135.72%</td></tr> </table>					Total Indirect Costs:	569,871				Total Direct Sal & Benes:	419,872		Calculated Indirect Cost Rate:	135.72%
Total Indirect Costs:	569,871													
Total Direct Sal & Benes:	419,872		Calculated Indirect Cost Rate:	135.72%										

1 Consists of support from: City Council, City Manager, City Clerk, City Attorney, Human Resources, Information Technology, Finance Revenue/Collections, Finance Accounting, Budget and Treasury, Non-Departmental and Facility Maintenance.

CITY OF LODI
BUILDING DEPARTMENT
FISCAL 2010/11 BUDGET

Personnel Services Analysis

			Indirect vs. Direct Activities			
Position Title		# of FTE	Annual Salary	Indirect Sal/Ben		Direct Sal/Ben
				%	\$	% \$
1	Administrative Secretary (50%)	0.5	\$40,890	100.00%	40,890	
2	Comm Dev Director (50%)	0.5	\$62,448	100.00%	62,448	
3	Building Inspector II	2.0	\$178,530			100.00% 178,530
4	Building Official	1.0	\$142,170	100.00%	142,170	
5	Permit Technician	2.0	\$143,960			100.00% 143,960
6	Jr Plans Examiner/Engineer	1.0	\$97,382			100.00% 97,382
7						
8						
9						
10						
11						
12						
13						
Total:		7.00	\$ 665,380	36.90%	\$ 245,508	63.10% \$ 419,872

CITY OF LODI
PLANNING DIVISION
FISCAL 2010/11 BUDGET

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Community Development Director	0.5	\$ 62,448	\$ 80.33	\$ 88.70	\$ 169.03	\$ 132.00
2	Administrative Secretary	0.4	\$ 32,712	\$ 52.60			
3	Planning Commission	1.0	\$ 2,550	\$ 1.64			
4	Associate Planner	1.0	\$ 86,780	\$ 55.81	\$ 61.63	\$ 117.45	\$ 132.00
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TOTAL: 2.90 \$ 184,490

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

CITY OF LODI
PLANNING DIVISION
FISCAL 2010/11 BUDGET

Indirect Cost Rate Calculation

DESCRIPTION OF COST	Total Costs	Unallowable	Allowable Indirect	Allowable Direct
A) Personnel Analysis:				
Salary and Wages	\$ 184,490		\$ 35,262	\$ 149,228
Distribution %:	100.00%		19.11%	80.89%
Temporary & Overtime	\$			\$
Benefits	\$		\$	\$
Subtotal:	\$ 184,490		\$ 35,262	\$ 149,228
B) Other Operating Expenses:				
Advertising	\$ 1,000		1,000	
Information Systems Software	\$ 1,000		1,000	
Miscellaneous Supplies/Materials	\$ 3,940		3,940	
Subtotal:	\$ 5,940	\$	\$ 5,940	\$
Total Departmental Expenditures:	\$ 190,430	\$ -	\$ 41,202	\$ 149,228
C) Cost Allocation Plan Allocations:				
2009 Cost of Services (In-house) (40%)	\$ 123,584		\$ 123,584	
15% Operating Reserve	28,564			
Total Indirect Costs:	\$ 152,149		\$ 123,584	
D) Total Costs	\$ 342,578	\$ -	\$ 164,786	\$ 149,228
Total Indirect Costs		164,786		
Total Direct Sal & Benes		149,228	Calculated Indirect Cost Rate	110.43%

1 Consists of support from: City Council, City Manager, City Clerk, City Attorney, Human Resources, Information Technology, Finance Revenue/Collections, Finance Accounting, Budget and Treasury, Non-Departmental and Facility Maintenance.

CITY OF LODI
PLANNING DIVISION
FISCAL 2010/11 BUDGET

Personnel Services Analysis

			Indirect vs. Direct Activities			
Position Title	# of FTE	Annual Salary	Indirect Sal/Ben		Direct Sal/Ben	
			%	\$	%	\$
1 Community Development Director	0.5	\$62,448			100.00%	62,448
2 Administrative Secretary	0.4	\$32,712	100.00%	32,712		
3 Planning Commission	1.0	\$2,550	100.00%	2,550		
4 Associate Planner	1.0	\$86,780			100.00%	86,780
5						
6						
7						
8						
9						
10						
11						
12						
13						
Total:	2.90	\$ 184,490	19.11%	\$ 35,262	80.89%	\$ 149,228

ANNUAL BILLABLE HOURS CALCULATION

Hours	Description	Calculation
2,080	Total Annual Hours	52 weeks * 40 hours
96	Holidays	13.5 days * 8 hours
80	Vacation	2 weeks * 40 hours
80	Sick	12 Days * 8 hours
52	Daily Briefing/Staff Mtgs	52 weeks * 1 hours
177	Admin work & Breaks	10% of work day, 0.10 * remaining hours
40	Training	40 hours

1555

Annual Billable Hours

Facility Use Fees and Labor Rates

City Council Shirtsleeve
June 29, 2010

General

- Rates should be reviewed and updated each year based upon recently adopted budget
- Facility rates last updated generally in 2006
- Labor rates
 - ❑ Based upon the MGT America, Inc methodology
 - ❑ Methodology approved by Council last year for Community Development

Parks and Recreation Facility Use Fees

- Surveyed 9 cities for rate methods and practices
- Selected the best methods and practices
- Remain competitive in the local market
- Rate includes a component for facility maintenance that will be retained by the Parks and Recreation Department

Parks and Recreation Facility Use Fees

- Current system

- Group B - Non-profits located within the City limits
- Group C - Residents and business located within the City limits
- Group D - Others

Parks and Recreation Facility Use Fees

- Proposed System

- Community Groups and Residents

- 501(c)3 organizations with a Lodi mailing address
 - Individuals with a Lodi mailing address

- Non-resident and Commercial

- Individuals and entities without a Lodi mailing address
 - For-profit entities regardless of mailing address

Fire Department Labor Rates

City of Lodi
Fire Department
 Fiscal 2010/11 Budget

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates*
				Sal/Ben	Overhead	Total	
1	Fire Chief	1.0	\$ 206,320	\$ 132.70	\$ 29.26	\$ 161.96	
2	Administrative Secretary	1.0	\$ 77,780	\$ 50.03			
3	Sr. Administrative Clerk	1.0	\$ 60,830	\$ 39.12			
4	Fire Division Chief	1.0	\$ 175,850	\$ 113.10	\$ 24.94	\$ 138.04	\$ 75.00
5	Fire Battalion Chief	4.0	\$ 705,880	\$ 113.50	\$ 25.02	\$ 138.52	\$ 75.00
6	Fire Captain	15.0	\$ 2,169,786	\$ 93.04	\$ 20.51	\$ 113.55	\$ 75.00
7	Fire Engineer	21.0	\$ 2,678,914	\$ 82.05	\$ 18.09	\$ 100.14	\$ 75.00
8	Firefighter	16.0	\$ 1,657,198	\$ 66.62	\$ 14.69	\$ 81.30	\$ 75.00
9							
10							
11							
12							
13							
TOTAL:		60.00	<u>\$ 7,732,558</u>				

* Last updated 2005

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

Public Works Engineering Division Labor Rates

City of Lodi
Engineering Division
 Fiscal 2010/11 Budget

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Public Works Director	0.7	\$ 130,771	\$ 120.15	\$ 34.32	\$ 154.48	\$ 110.00
2	Management Analyst	0.3	\$ 30,252	\$ 64.86			
3	Administrative Secretary	0.3	\$ 24,533	\$ 52.60			
4	Construction Project Manager	1.0	\$ 113,340	\$ 72.90			
5	Engineering Technician	2.0	\$ 189,500	\$ 60.94	\$ 17.41	\$ 78.35	\$ 55.00
6	Public Works Inspector	1.0	\$ 88,530	\$ 56.94	\$ 16.27	\$ 73.21	
7	Senior Civil Engineer	2.0	\$ 270,995	\$ 87.15	\$ 24.89	\$ 112.04	\$ 80.00
8	Senior Engineer Technician	3.0	\$ 298,130	\$ 63.92	\$ 18.26	\$ 82.17	\$ 60.00
9	Administrative Clerk	1.0	\$ 61,690	\$ 39.68	\$ 11.33	\$ 51.01	\$ 40.00
10							
11							
12							
13							

TOTAL:

11.30 \$ 1,207,740

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

Community Development – Building Division Labor Rates

City of Lodi
Building Department
 Fiscal 2010/11 Budget

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Administrative Secretary (50%)	0.5	\$ 40,890	\$ 52.60			
2	Comm Dev Director (50%)	0.5	\$ 62,448	\$ 80.33			
3	Building Inspector II	2.0	\$ 178,530	\$ 57.41	\$ 77.92	\$ 135.34	\$ 135.69
4	Building Official	1.0	\$ 142,170	\$ 91.44	\$ 124.11	\$ 215.55	\$ 227.01
5	Permit Technician	2.0	\$ 143,960	\$ 46.30	\$ 62.83	\$ 109.13	\$ 102.36
6	Jr Plans Examiner/Engineer	1.0	\$ 97,382	\$ 62.63	\$ 85.01	\$ 147.64	\$ 150.97
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13							

TOTAL:

7.00 \$ 665,380

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.

Community Development – Planning Division Labor Rates

City of Lodi
Planning Division
Fiscal 2010/11 Budget

Fully Burdened Hourly Rates

	Position	FTE	Annual Sal/Ben	Hourly			2009/10 Rates
				Sal/Ben	Overhead	Total	
1	Community Development Director	0.5	\$ 62,448	\$ 80.33	\$ 88.70	\$ 169.03	\$ 132.00
2	Administrative Secretary	0.4	\$ 32,712	\$ 52.60			
3	Planning Commission	1.0	\$ 2,550	\$ 1.64			
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TOTAL:

2.90

\$ 184,490

Hourly salary rate is calculated by dividing annual salary by 1555 productive hours.

Hourly overhead rate is applied to hourly salary/benefits.